

www.retirementvillages.govt.nz | 0800 268 269

Email your completed form to: retirementvillages@companies.govt.nz

or post to: Registrar of Retirement Villages, Private Bag 92061, Victoria Street West, Auckland 1142

Request for cancellation of registration

Section 19(1)(a) Retirement Villages Act 2003

Name of village

Registration number

Please cancel the registration of:

(Insert name of village)

- ☐ All residents of the village have received independent legal advice about the effects of cancellation of registration.
- ☐ At least 90% of those residents have consented in writing to that cancellation.

The cancellation will affect the following records of title and computer registers:

Describe the records of title and computer registers

- ☐ Up-to-date copies of the affected records of title are attached.

NOTES — A fee is payable. Complete payment details on page 3

See the attached guidance notes for full details of what you must provide in your application.

Name of village	Registration number
<div></div>	<div></div>

Signed by each operator of the village

NOTE — Continue on a separate sheet if necessary.

Name of operator:
Date signed:

Signed:

Name of operator:
Date signed:

Signed:

Name of operator:
Date signed:

Signed:

Contact details of person completing this form

Name:	
Address:	Email address:
	Telephone number:
	Fax number (optional):

Name of village

Registration number

Payment details

	Total excl GST	GST	Total incl GST
Standard registration and lodgement fee	\$153.04	\$22.96	\$176.00

Amount payable: \$

Method of payment

Choose your payment method from the options below. **Please do not send cash or purchase orders.**

☐ **Credit card**

Credit card type:

☐ Visa☐ Mastercard☐ Amex☐ Diners

Expiry date:

Name of cardholder:

Card number:

Card Security Code:

Signature of cardholder:

NOTE

Your Card Security Code number is the 3- or 4-digit number printed on your card.

For Visa, Mastercard & Diners cards this is typically found printed on the signature panel on the back of your card.

On Amex cards this is a 4-digit number printed on the front of the card, above the main credit card number.

OR

☐ **Direct debit**

To pay your fees by direct debit, you must have already set up a direct debit facility with us.

[Learn about our payment options on our website.](#)

Your (or your organisation) name:

or

Your 9-digit User ID No:

Signature:

Guidance notes — Request for cancellation of registration

- › [Retirement Villages Act 2003](#) — New Zealand Legislation
- › [Retirement Villages \(General\) Regulations 2006](#) — New Zealand Legislation

What you must provide with your request

1. A completed request for cancellation of registration (Form RV4) signed by each operator of the village.
2. Explanation of reason for request for cancellation of registration.
3. Confirmation from the operator that:
 - › the village has ceased to operate as a retirement village or will do so on cancellation,
 - › all residents of the village have received independent legal advice about the effects of cancellation of registration (or that there are no residents of the village),
 - › at least 90% of those residents have consented in writing to that cancellation (or that there are no residents of the village),
 - › all residents' occupancy agreements have been terminated (if relevant),
 - › all residents have been fully paid out their termination payments under their occupancy agreements (if relevant),
 - › there are no complaints or disputes currently being processed through the villages' formal or informal complaints process,
 - › all reasonable steps have been taken to withdraw advertising or offers of occupancy relating to the village.
4. Confirmation from the operator as to whether residents will continue to live at the village following the termination of their occupancy agreements and on what basis (if relevant).
5. Consent of the statutory supervisor to cancellation of registration of retirement village (if relevant).
6. A copy of current annual return (if that's not already been provided to the Registrar).